OPERATING MANAGEMENT

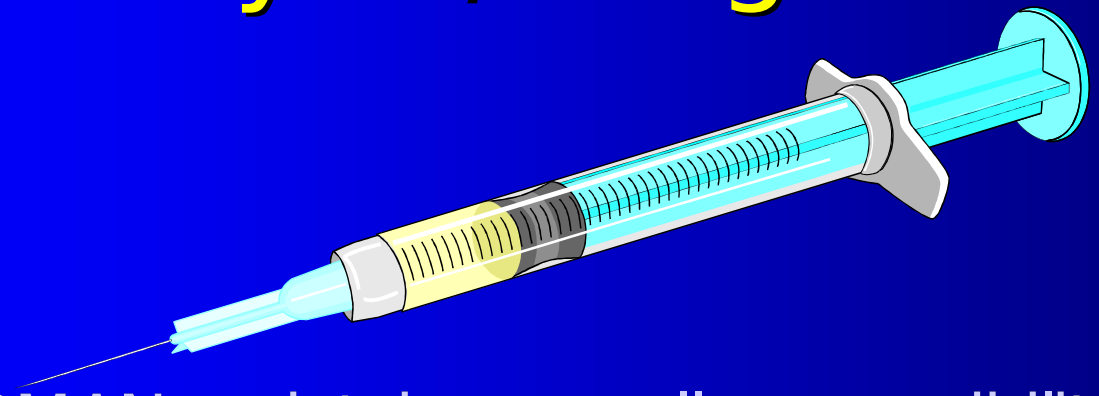
LTJ G Adonis Hardeman, MSC, USNR

Department Head

OPERATING MANAGEMENT

- Urinalysis Program
- Physical Security
- Facility Management
- Postal / Guard Mail Services
- Legal
- Linen
- Engraving
- Emergency Management
- Transportation
- Telecommunications
- Ceremonies

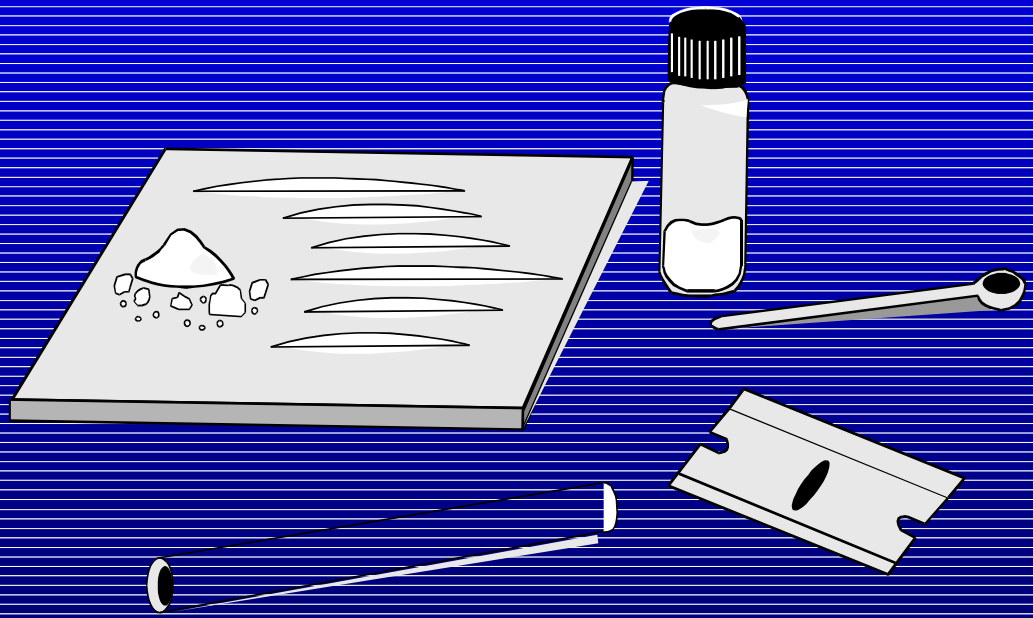
Urinalysis / Drug Screening



- OPMAN maintains overall responsibility
- Each month 10-20% of all active duty personnel are randomly selected by social security number.
- The CO is authorized to order up to 5 Command Sweeps per year
- The CO may also authorize additional sweeps of smaller areas; clinics, departments, groups.

Urinalysis / Drug Screening

- Standard drugs tested for include (but are not limited to):
  - Cocaine
  - Marijuana
  - Barbiturates
  - Amphetamines
  - PCP
  - Narcotics

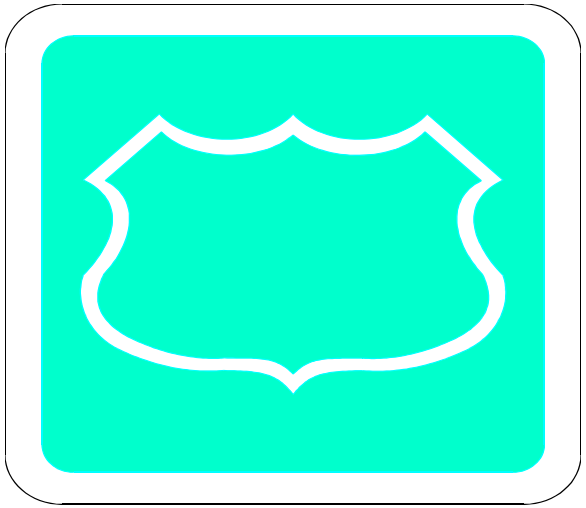


Urinalysis / Drug Screening

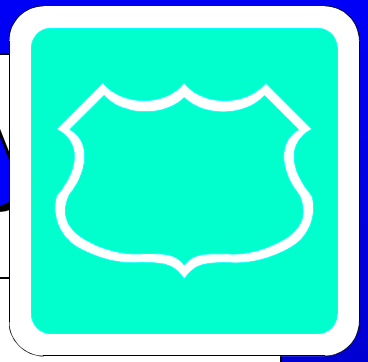
- Entry into the program….
- Upon checking into the command, your name is entered into the computer data base. It knows who you are…
- Don’t call us… We’ll call you

OPMAN / Security

- Personnel:
  - Physical Security Officer
    - LTJG Hardeman
  - Chief Master-at-Arms
    - SHCM (SW/AW) Davis (Deployed)
  - Assistant Chief Master-at-Arms
    - Open

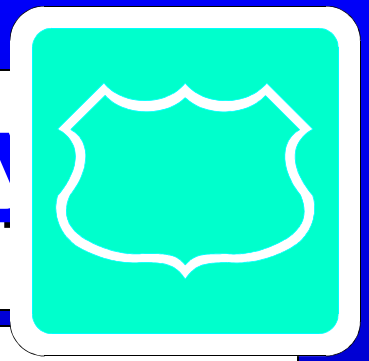


OPMAN / Security



- Force Protection
- Security of Facilities and Spaces
- Key Control Program
- Liaison with base / regional security, NCIS and civilian law enforcement.
- Investigations.
- Parking Enforcement.

OPMAN / Securit

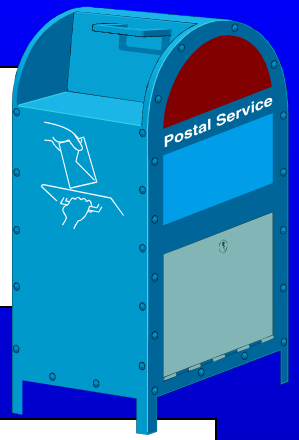


- Access to Security Program:
  - PSO at 6-7764
  - After hours, alert the duty section . If it is necessary to reach OPMAN, refer to the recall bill and contact PSO or Facilities Coordinator.
    - Make entry in log and alert COD / OOD / AWO / CDO as necessary.

OPMAN / Facilities

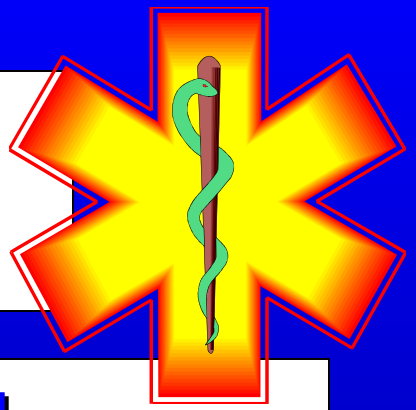
- Facility Manager - LTJG Hardeman
- Facility Coordinator – SH2 Hilaman
- Responsible for grounds, janitorial, maintenance, construction, facility repairs of all NDCSW assets.
- Each clinic has a Building Monitor who liaisons with OPMAN.
- NDCSW does not own any of the facilities. We are tenants and each base is our host.

Postal / Guard Mail Services



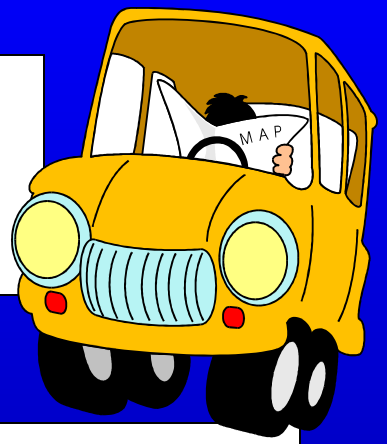
- OPMAN handles all postal and guard mail for San Diego area clinics.
- Northern clinics receive mail service from host commands or local medical clinics or hospitals.

Disaster Preparedness /



- Coordinated through OPMAN
- Maintenance of recall rosters for entire command
  - 1 copy maintained in OPMAN office
  - 1 copy forwarded for the duty log
  - Updated monthly

Transportation Coordination



- OPMAN is responsible for maintenance, repair and coordination of all vehicles.
- OPMAN will arrange for all vehicles for special events or local TAD.
- Advance notice is necessary, especially for vehicles that OPMAN needs to obtain.(A week notice is preferred)

Telecommunications

- OPMAN coordinates all telephone service requests.
  - Additional lines
  - Changes in service levels.
  - Service problems, etc.
- Requests for additional lines must be in writing to: Head, OPMAN and must be justified.
- OPMAN receives and reviews all telephone bills.
- Unofficial calls are not permitted and you may be asked for reimbursement.

Ceremonies / Retirements

- OPMAN provides assistance with ceremonies and retirements when requested.
- 30 days advance notice is requested.
- Point of contact is PC2 Mills at 6-7327

OPERATING MANAGEMENT

Points of Contact:

LTJG Hardeman.....556-7764

DTC Grimsley.....556-8225

SH2 Hilaman.....556-9803

PC2 Mills.....556-7327

SH3 Flores.....556-8224

SH3 Timothy.....556-8224

SH3 Crouse.....556-8224